



## Standards for Sanctioned Third-Party Fundraisers

HEAL Africa depends on charitable support to provide professional and loving care to the people we serve. We welcome your help and support to further awareness and to provide financial resources to our agency. However, as a non-profit organization with limited staff, resources must be committed to only those activities which can be properly supported.

All groups and fundraising activities must be in line with the mission and values of HEAL Africa.

If the group organizing the third-party fundraiser is a 501(c)3, documentation of your license to solicit (or exemption) must be provided.

HEAL Africa may be able to provide assistance, but cannot be relied upon to provide attendees or mail to donors to solicit attendance or support of a third-party event.

The HEAL Africa logo and verbiage should be used on all materials where appropriate. All promotional materials should be submitted for approval distribution. Promotional materials include media releases, fliers, invitations, posters, point-of-purchase stands, tickets, etc. A packet will be given to all sanctioned third-party fundraisers including sample verbiage and specifications for the logo.

HEAL Africa is only able to provide a tax-deduction receipt if ALL monies collected (cash/checks/credit card) are deposited directly into our account. If monies are deposited into an account affiliated with another 501(c)3 organization, donations may still be tax deductible but we cannot receipt those gifts. Any monies deposited into an account affiliated with an individual, corporation, or group without 501(c)3 status is not tax deductible per IRS regulations and cannot be legally receipted. It is important all promotional materials accurately reflect the ability of the donors to tax deduct or not.

HEAL Africa would like to receive contact information for all supporters/attendees of the third-party fundraiser.

HEAL Africa reserves the right to disassociate itself from any event if it is not in compliance with its policies, procedures or guidelines.

A confirmation letter and packet will be sent to all sanctioned third-party fundraisers after the "Third Party Questionnaire" is filled out and received by staff. No promotional activities linking our agency to the fundraiser may begin until this letter is received. Please allow 5-10 business days for a decision to be made and a letter sent.

Signature and Date: \_\_\_\_\_